

D4.1 Promotional materials and PR package

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Dissemination level	Public
Date	31-03-2021



About this document

Project Grant agreement no. Coordinator Co-coordinator Start date, duration	European Language Equality (ELE) LC-01641480 – 101018166 ELE Prof. Dr. Andy Way (DCU) Prof. Dr. Georg Rehm (DFKI) 01-01-2021, 18 months
Deliverable number Deliverable title	D4.1 Promotional materials and PR package
Type Number of pages Status and version Dissemination level Date of delivery Work package Task Authors Reviewers	Report + Other 23 Final Public Contractual: 31-03-2021– Actual: 31-03-2021 WP4: Communication – Dissemination – Exploitation – Sustainability Task 4.4: Production of PR materials and sustainable results Stefanie Hegele, Rémi Calizzano, Annika Grützner-Zahn, Katrin Marheinecke, Georg Rehm (all DFKI) Jane Dunne, Federico Gaspari, Sarah McGuinness (all DCU)
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List of Acronyms

ACL (Meeting of the) Association for Computational Linguistics

AI Artificial Intelligence

COLING (International Conference on) Computational Linguistics CRACKER Cracking the Language Barrier (EU project, 2015–2017)

EC European Commission

EACL (Conference of the) European Chapter of the ACL ELE European Language Equality (this project)

ELE Programme European Language Equality Programme (the long-term, large-scale fund-

ing programme specified by the ELE project)

ELG European Language Grid (EU project, 2019-2022)

EMNLP (Conference on) Empirical Methods in Natural Language Processing

EP European Parliament
EU European Union

GDPR General Data Protection Regulation

IP Internet Protocol

KPI Key Performance Indicator

LREC (International Conference on) Language Resources and Evaluation

LT Language Technology/Technologies
LTC European Language Technology Council
META Multilingual Europe Technology Alliance
META-NET EU Network of Excellence to foster META

NCC National Competence Centre NLP Natural Language Processing SRA Strategic Research Agenda

WP Work Package



Abstract

Deliverable D4.1 documents the tangible public relations materials to be produced in the ELE project. It also provides an overview of non-tangible communication instruments to be used and maintained in the project.

The ELE logo was developed by the graphics designer who also developed the corporate identity for the European Language Grid (ELG) project and initiative in early 2019, emphasising the strong connection between ELE and its sister project ELG. The ELE logo will be used in all ELE-related materials including all PR materials, giving the ELE consortium the opportunity to raise more awareness around the project.

Section 1 provides a brief summary of the ELE corporate identity and its logo. Section 2 gives suggestions of materials to be produced and also provides an overview of the estimated cost. However, no PR materials will be produced as long as restrictions are widely in place due to Covid-19. As for other communication materials and channels, Sections 3 and 4 briefly present the current version of the ELE standard presentation and the public website of ELE. Section 5 outlines some of the events we hope to organise and attend in late 2021 and 2022.

1 The ELE Corporate Identity

The visual branding and corporate identity of ELE align the project closely with the European Language Grid (ELG, Rehm et al., 2020a, 2021). ELG addresses the fragmentation of the European LT landscape by establishing the ELG as the primary platform for LT in Europe. ELG can be conceptualised as a "sister project" to ELE and as a project that will contribute significantly to realizing digital language equality in Europe (Rehm and Uszkoreit, 2012; STOA, 2017; European Parliament, 2018) through the future multilingual European platform for LT service providers and research organisations. In turn, both ELG and ELE will play important roles in the potential ELE Programme.

The corporate identity of ELG was developed right at the start of the ELG project in February 2019. Figure 1 shows the ELG logo. The symbol within the logo with nine rectangular elements in optical perspective represents the open and transparent technological nature of the European Language Grid itself, the evolution from the three-stripe motif and three-pillar approach used in META-NET (Rehm and Uszkoreit, 2013; Rehm et al., 2016b)² to ELG, as well as a visual reference to the column orders of classical European architecture.

The ELE logo reflects the strong conceptual and operational connection to ELG as well as the origin of ELE, which is deeply rooted in META-NET and CRACKER (Rehm et al., 2016a, 2020b). ELE can and will make use of existing ELG structures, in particular the ELG platform itself and its National Competence Centres (NCCs), nearly all of which are included in the ELE consortium as partners as well as the European LT Council (LTC). The NCCs promote ELG in their region, organise events and establish links to their local funding agencies.

The ELE logo (Figures 1 and 2) was created by the same designer who developed the ELG corporate identity. Both logos are purposely similar to benefit from the recognition value initiated with ELG. The rectangular elements from the ELG logo have been incorporated into the ELE logo, as well as the font. The colours used in the ELE logo have been adopted from the colour palette developed for the ELG corporate identity – this is why the colours appear familiar and appropriate. At the same time, the horizontal orientation of the symbol is reminiscent of the META-NET logo. This way, the two main initiatives that have paved the way for ELE (META-NET and ELG) are reflected in the ELE logo.

¹ https://www.european-language-grid.eu

² http://www.meta-net.eu



Figure 1: ELG logo (standard execution) and ELE logo (standard execution, i.e., long)

The logo is an important promotional tool and will be used on all PR materials. The strong synergies of the two projects, ELE and ELG, are not only reflected in the design of the PR materials, but will also be used for disseminating the produced materials. We have attempted to align the timelines of ELE and ELG wherever possible. Events such as workshops and conferences organised under the umbrella of ELG will also emphasise and highlight the work carried out in ELE and vice versa.



Figure 2: ELE logo (short)

2 PR Materials

The PR materials presented below were designed with the support of the designer who created both the ELG and ELE logo. Sctions 2.1 and 2.2 present the materials we consider producing using the earmarked budget of 9,000€.³ The estimated costs are detailed in Section 2.3.

The ELE Steering Committee decided, in early 2021, not to produce any PR materials while there are restrictions regarding the organisation of face-to-face meetings due to the COVID-19 pandemic, significantly lowering the relevance of actual PR materials. We currently assume that no in-person events will happen before late 2021 or early 2022. Should the situation change earlier than anticipated we are prepared to produce the necessary number of promotional materials quickly.

2.1 Lanyards, Pens, Stickers and Tote Bags

Lanyards, stickers, tote bags etc. are a rather inexpensive yet very effective way to promote a project such as ELE. The ELE logo will be printed on all materials. Figure 3 shows the design drafts for lanyards, Figure 4 shows two different tote bag designs.

We aim to order products that are sustainable and made from eco-friendly materials. We also ensure not to produce more materials than needed. In 2018, DCU, the coordinator of ELE, became the first university in Ireland to go 'plastic free', sustainability is at the core of all the University's activities. 4

The PR materials will be handed out at various events such as national and regional workshops, the META-FORUM 2022 conference and other related conferences and workshops (see

³ As part of the Other Direct Costs of ELE coordinator DCU, 9,000€ are foreseen for PR materials.

⁴ https://www.dcu.ie/sites/default/files/policy/154%20-%20sustainability_policy_v1_0.pdf



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Figure 3: Lettering for lanyards (black and turquoise)

Section 5 for more details). PR materials will also be sent to the ELE partners (if needed), especially to those that also function as National Competence Centres in ELG and would like to hand out materials at events that have already been scheduled.



Figure 4: Tote bags

2.2 Flyers, Posters and Rollups

Flyers, posters and rollups are important to inform, gain visibility, and increase awareness about ELE. Figure 5 shows a first template for the ELE rollups. The template, along with the flyers and posters, will be completed with text once first results from the different WPs are available. They will be used for all events planned in 2022 (see Section 5).

2.3 Estimated Cost

Table 1 shows an overview of the estimated cost for lanyards, pens, stickers and tote bags and Table 2 shows the expected costs for rollups and flyers. The prices below are numbers we included based on orders made in previous projects and online research. The final cost may vary depending on the materials chosen and the number of items ordered. Quantity discounts of 2-5% are typically offered on orders of more than 1000 units.

Shipping costs of items to consortium partners (if needed) need to be added.



The European Language Grid has received funding from the European Union's

Horizon 2020 research and innovation programme under grant agreement № 825627 (ELG)

Figure 5: Template for rollups



Item	Cost per Unit	Cost per 100 Units	Cost per 1000 Units incl. 2% discount
Lanyard	0.9€	90€	873€
Tote bag	1.5€	150€	1455€
Sticker	0.2€	20€	194€
Pen	0.5€	50€	485€
Total	3.1€	310€	3007€

Table 1: Estimated cost for lanyards, pens, stickers and tote bags

Item	Cost per Unit	Cost per 10 Units
Rollup Flyer (pack of 100)	49.5€ 18.5€	495€ 28€
Total	68€	523€

Table 2: Estimated cost for rollups and flyers

The items mentioned above reflect the standard repertoire of PR materials we want to produce. However, depending on the number of actual events we can organise or attend in late 2021 and in 2022, it could be within our budget to produce higher price products such as branded USB thumb-drives, t-shirts, mugs etc.

3 Standard Presentation

An initial standard presentation with more than 30 slides has been designed and is available for all consortium partners to use. This deck was used for the presentation of the ELE project at the META-FORUM 2020 conference (Figure 6) and the ELE kick-off meeting in January 2021. It provides high level information on the consortium, the project with its vision and strategic planning, the WP structure, deliverables, KPIs and milestones.

Throughout the project's runtime, the presentation will be updated to incorporate latest project achievements and highlights. We are planning to design several key visuals that can be reused for presentation purposes, but also in PR materials such as flyers and rollups.

4 Public Website

As its virtual home, the ELE website is an equally important part of the dissemination activities. It provides access to all information about the ELE project, especially the current status of the various documents and reports.

In collaboration with WP5 the initial version of the ELE website has been set up and is accessible via https://www.european-language-equality.eu. To emphasise the connection between ELE and ELG, we included a logo with the direct link to the ELG website at the top of the ELE website (and vice versa). For a similar look and feel, the design is based on the design of the ELG website, featuring the same typeface and design elements. We apply the same colour schema but use a different main colour.



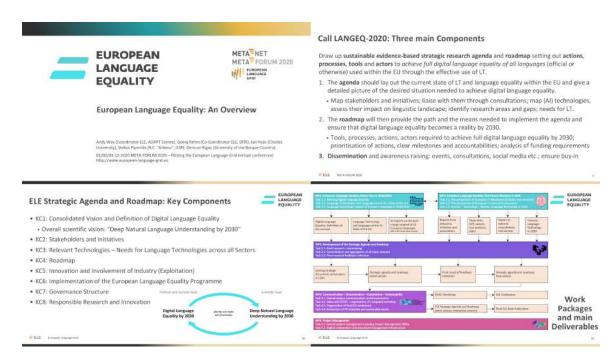


Figure 6: Example slides of standard presentation

4.1 Development

As the ELE website is technically similar to that of ELG, its development has been straightforward. The Wordpress theme developed for ELG was first generalised by adding the option to switch colours and then reused for ELE, i. e., both websites use the same Wordpress theme with different colors which facilitates the maintenance and future updates of the websites.

The current ELG project website was implemented using Wordpress and is hosted on a DFKI server.⁶ The ELE website is fully responsive and, therefore, can be visited using a desktop, laptop, mobile phone, tablet or other devices. It supports all current browsers. For development purposes, a separate staging environment was set up.

4.2 Landing Page

The landing page (Figure 7) shows a short summary of the ELE project, its key objectives, selected tangible results and the motivation behind it. In its initial incarnation, the ELE website includes the following pages:

- **About:** This page provides background information, including the abstract, a timeline, an overview of the work packages, a video of the ELE presentation at META-FORUM 2020 and important milestones.
- Strategic Agenda: This page will eventually present the strategic research, innovation and implementation agenda. The first version of the ELE website shows the planned key components. The page will be updated according to the development and elicitation of the strategic agenda throughout the project.

⁶ Eventually, the website currently available at https://live.european-language-grid.eu, i. e., the ELG platform proper, will be transferred to https://www.european-language-grid.eu, i. e., it will replace the current ELG Wordpress website, which primarily contains information about the ELG project.



- **Deliverables:** This page provides a list of all public deliverables of the project. Deliverables will be made public once they have been finalised and submitted to the EC to demonstrate transparency to the wider community.
- **Events:** This page will eventually contain information about the events organised by ELE (online and in-person). META-FORUM 2022, to be co-organised by ELG and ELE, will also be featured on this page.
- **News:** This page will act as the ELE blog. We will also offer the opportunity to subscribe to the ELE newsletter here.
- **Consortium:** This page presents all project partners in the order in which they are listed in the Grant Agreement. For each project partner the logo is shown with a link to their website.
- **Contact:** This page shows the contact details of the ELE Coordinator and Co-Coordinator. Users can also fill in an online contact form. Messages submitted through this form are received by the ELE coordination team.

Figure 8 shows the "About" page, Figure 9 the "Strategic Agenda and Roadmap" page, Figure 10 the "Deliverables" page, Figure 11 the "Events" page and Figure 12 the "Consortium" page. In addition to the website, other social media communication channels and instruments will be set up and used. The two most important ones will be LinkedIn and Twitter. The ELE META-FORUM 2020 session has already been shared on the ELG Youtube channel.⁷

4.3 User Statistics

The project depends on an active community of users and especially contributors to the various consultation events and instruments. Interest in the project by users accessing the website is measured and analysed using Google Analytics because it is important to understand which pages and content types users are interested in. We use the Google Analytics Germanized plugin.

To integrate Google Analytics into the ELE website we currently use the account we created for ELG. The privacy statement used on the ELE website was adapted so that it reflects the use of Google Analytics. As Google Analytics requires the use of cookies, a cookie banner was integrated into the website.

4.4 GDPR Compliance

Three elements of the website deal with personal data, i. e., the contact form, the newsletter subscription mechanism, and analysing user statistics with Google Analytics. Below, we describe the measures taken for each of the components to make them GDPR-compliant.

4.4.1 Contact Form

The contact form requires an e-mail address. Users can only send a comment if they actively agree to the ELE data policy by ticking a box. We let them know that their e-mail address, sent through the form, will only be used to respond to their respective message. In the linked data policy, we provide details on how to request data to be deleted. When sending a message via the contact form, the user will automatically be sent a copy of their message.

⁷ https://www.youtube.com/watch?v=DqYe-3wiK8o



Figure 7: Website - Landing page

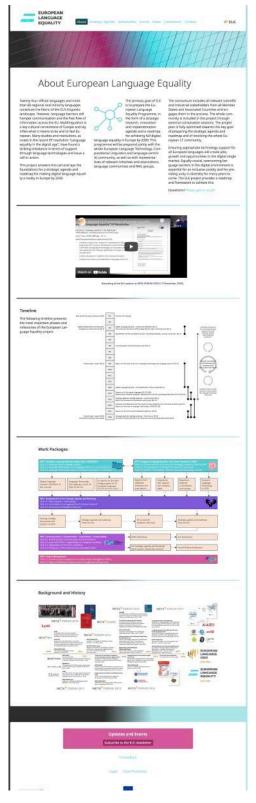


Figure 8: Website – About page





Figure 9: Website – Strategic agenda and roadmap page



Figure 10: Website – Deliverables page





Figure 11: Website – Event page



Figure 12: Website – Consortium page



4.4.2 Newsletter

In compliance with GDPR, the newsletter subscription mechanism has been implemented using a double-opt-in. When subscribing to the newsletter through the website, users must actively agree to the ELE data policy. They are sent an e-mail with a confirmation link. The subscription is only activated when they click on this link. In the e-mail, the option for opting out (e. g., in case of misuse by a third party) is provided, again via a link. An opt-out link will also be included in each newsletter circulated to the subscribers. Furthermore, the data policy provides a contact address in the event that subscribers wish to have personal data removed.

4.4.3 Google Analytics

The GDPR's definition of personal data states that tracking user behaviour and user data analytics is only compliant with GDPR when prior consent has been obtained from the user. Therefore, the ELE website only activates the use of Google Analytics if the user has actively opted in. The opt-in is shown on each page in the well-known cookie consent banner. Google Analytics uses cookies but the cookie will only be set if the user agrees. The notification links to the data and cookie policy where the use of cookies is explained and an opt-out link for Google Analytics is provided. Furthermore, anonymisation of IP addresses was activated for Google Analytics.

4.5 Security

Wordpress provides a variety of mechanisms for security in the form of plug-ins. We use the plugin Sucuri Security, which checks whether all currently known measures against known exploits or malware that can be taken manually have been applied. To name a few examples of manual measures that have been taken:

- replacing the prefix 'wp_' in all database tables with a new self-defined prefix
- choosing a secure username and password for the administrator
- denying access to directories on the server using the .htaccess file
- · deleting the Wordpress version from the source code

Furthermore, Sucuri Security provides security measures like checking the source code for inserted malware. Sucuri Security, in contrast to other security plug-ins, does not use or store personal information like IP addresses. In order to facilitate frequent back-ups, the plugin UpdraftPlus Backup/Restore was installed. Moreover, the production website and the staging environment run in separate web spaces. Thus, in the case of an attack on one of them, the other one would remain unaffected.

4.6 Maintenance and Updates

Wordpress will be updated automatically once a new version is available. We will make sure that the website functions and layout remain operational after the updates. In addition, all plug-ins will be updated on a weekly basis.



4.7 Intranet

The public website is available at https://www.european-language-equality.eu. In addition, we redirect https://intranet.european-language-equality.eu to the ELE intranet (Figure 13), a secure project intranet platform for collaboration, file storage and communication. The ELE intranet is operated and maintained by WP5. Through the intranet, all project information and updates are made available to all consortium members. Deliverable D5.1 "Digital collaboration and document management infrastructure" describes the intranet in more detail.

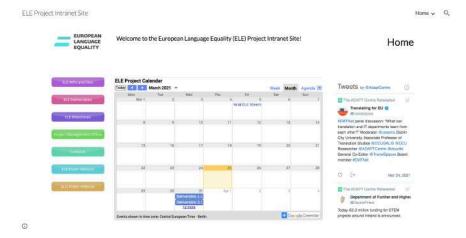


Figure 13: Intranet

5 Dissemination Events

An important event for the ELE project is the META-FORUM 2022 conference (Section 5.1), which is planned to take place towards the end of the project in June 2022. In addition, we hope to raise more awareness of ELE and explain how interested parties can contribute to the elicitation of the strategic agenda with the help of various national and regional workshops, primarily organised under the umbrella of ELG (Section 5.2).

The ELE consortium also plans to make use of scientific conferences and other events (e.g., industrial events, EU events, etc.) in order to carry out dissemination activities in the form of presentations, posters or expo booths (Section 5.3).

Due to the pandemic, it is rather unlikely that we can organise any non-virtual events in 2021. Unfortunately, this uncertainty makes it difficult to plan for specific targeted events and locations where the ELE project can be presented and PR materials can be handed out.

5.1 META-FORUM 2022

It currently seems likely that META-FORUM 2022 will be co-organised by ELG and ELE in Brussels in June 2022. META-FORUM is the international conference series on powerful and innovative Language Technologies for the multilingual information society. Since 2010, it has been the (almost) annual conference of the META-NET Network of Excellence whilst also relating to follow-up projects such as CRACKER (Rehm et al., 2016a; Rehm and Hegele, 2018) and ELG. META-FORUM is the place to learn about the most recent developments in European Language Technology industry and research including language-centric AI. Due to the



substantial overlap between ELE and ELG, bringing together the same community, PR materials that feature both projects will be distributed among the participants.

The META-FORUM conference typically attracts between 200 and 300 participants. With the 2022 conference taking place in Brussels and marking the end of the official activities of both projects, more than 350 participants can be expected.

5.2 National and Regional Workshops

ELG organises a number of national and regional events, which are meant to promote ELG and establish closer relationships with stakeholder groups. The European Language Grid initiative has successfully formed a strong and broad network of 32 National Competence Centres (NCCs), almost all of which are also members of the ELE consortium. ELE also intends to benefit from this existing infrastructure when promoting the ELE project and therefore PR materials will be offered and sent to the NCCs according to their needs.

5.3 Other Events

Given the importance, relevance, visibility and immense opportunity provided by the ELE project, we expect to see a large number of presentations and invited keynotes about the project and its goals at scientific conferences, industry and political events as well as other types of symposia, workshops and panels. The consortium also plans to co-locate consultation meetings with external stakeholders at these events. PR materials will be handed out if these presentations take place at face-to-face events.

Stakeholders that we would like to reach through these events and consultation meetings include, among others:

- Companies developing or providing LT services and technologies
- Research centres and universities working on or developing Language Technology, Computational Linguistics, Language-centric AI etc.
- Companies buying or using LT (commercial users of LT)
- Language communities
- National institutions, especially national funding agencies
- International institutions, especially the European Union
- Regional, national, international decision- and policy-makers

6 Summary and Conclusions

PR materials have been designed for the various events planned under the umbrella of ELE, reflecting the strong connection to ELG. However, given the current situation and the COVID-19 restrictions, the ELE Steering Committee decided to postpone the production of PR materials for now. As soon as we have more certainty with regard to the planning of face-to-face events, we will reevaluate the situation and produce PR materials in sufficient quantities. The costs detailed in this deliverable are rough estimates at this point.

Events for dissemination that will likely happen towards the end of 2021 and in 2022 include various regional ELG NCC workshops, the planned EP/EC workshop, Language Technology and NLP conferences (such as LREC, EMNLP, EACL, ACL, COLING, InterSpeech etc.) and the 11th edition of META-FORUM in June 2022. A detailed communication and dissemination plan will be outlined in D4.2 "Communication and dissemination plan", due in M6.



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